

Child and Family Services Update

December 10, 2002

Education Records In SAFE

By LaNaye Hartley and Navina Forsythe

Education records are maintained on the Education tab of the Person Window in SAFE.

Person - 1998620 [Chadsey, Colbey 020134827]

Person: Chadsey, Colbey Client ID: 020134827 Person ID: 1998620 DOB: 29Feb1988 Gender: M

General Ref/Case Eligibility Documents Health Psychosocial **Education** Purch Svc

Last: Chadsey First: Colbey MI: Person ID: 1998620

Gender: Male

Hispanic: No

DOB: 29FEB1988 Age: 14

DOB Status: Verified

Ethnicity

White

Client ID: 020134827

SSN: 529-99-5233

Juv. Court Nbr: 142318

Language: English

You can get to the Person window from the following areas in SAFE:

- Caselist screen – select a case, then click the Right Mouse button. Select Person at the bottom of the menu. Then choose Go to Person.
- Case screen – while in the case window click on the Person tab, highlight the person and double click.
- Directory – type in the name of the person. Click on search. Select the person and double click.

By entering information on this tab, the worker is able to:

- Auto fill and print the YIC Intake Information Report form.
- Help Child and Family Services comply with data collected for the Milestone Plan on school status.
- Maintain a history of the schools the child has attended, making it easier to track down school records in the future.
- Better track a child's educational needs.

With the 2.401 release of SAFE, caseworkers will be able to designate a 'primary' or main school of attendance. This new functionality makes the following changes:

- In order to auto fill education on the YIC Intake Information Report, the worker MUST have the school marked as the 'primary' school.
- The case information sheet will only print the 'primary' school.
- If no 'primary' school is marked, both the YIC Intake Information Report and the education portion of the Case Information Report will be blank.
- Only one 'primary' school may be designated.

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To print the YIC Intake Information Report with the primary school information:

- Navigate to the Person window/education tab.
- Choose File → YIC Intake Information Report.

(**Printing from the document index will only print a blank form.)

Person - 2455796 [Pong, Ping 040498751]

Person: Pong, Ping Client ID: 040498751 Person ID: 2455796 DOB: 12Oct1989 Gender: M

General Ref/Case Eligibility Documents Health Psychosocial Education Purch Svc

Chance Middle School New

District : Alpine Primary School: ☒ Entry date : 15AUG02

School : Chance Middle School School Status Last attended : 00 00

Address : 1458 Duddly Drive Regular School Program Teacher : Mrs. Cartwheels

Zip : 84058 Type of Program Counselor : Ms. Fimps

City/State : VINEYARD UT Regular Classroom YIC Mentor : Mr. Binkly

Phone : - Special Services Mentor Phone/Ext : 801 555-1254

Liaison Contacted : ☒ YIC Director : Mrs. Yorkshire

Comments Director Phone/Ext : 801 555-7784 124

Child needs tutoring in math.